

University Calendar Committee Minutes
August 11, 2008

Members Present:

M. McEacharn (Chair), M. Camille, B. Flowers-Gibson, C. Hughes, C. Joyce, A. Malta, M. Mitchell, R. Pogue, N. Walker, T. Whatley

Members Absent:

M. Canales, A. Lockhart, D. Mosley, P. Oliver

1. Call to Order – The meeting was called to order at 10:00 a.m.
2. 2008-2009 Calendar
 - a. A text version and calendar-format version of the 2008-2009 calendar was distributed
3. 2009-2010 Calendar
 - a. A text version and calendar-format version of the 2009-2010 calendar was distributed
4. General Calendar Issues
 - a. Variances in Classroom Minutes
 - i. Analysis reveals substantial differences in classroom minutes depending on whether the class is a MW, TR, MWF, or an evening class. Examples of differences include:
 1. A difference of two class meetings (150 minutes) between MW classes in Fall 2008 versus Spring 2009
 2. A difference of two class meetings (150 minutes) between MW classes in Spring 2009 versus TR classes in Spring 2009
 3. A difference of two class meetings (330 minutes) between a Monday evening class in Spring 2009 versus Thursday evening class in Spring 2009
 - ii. Based on the first draft of the 2009-2010 calendar, similar substantive differences in class meetings/minutes also occurred
 - b. Minimum Classroom Minutes
 - i. To meet Board requirements, a three-semester-hour class must strive to meet a minimum of 2,250 minutes each semester.
 - ii. Due to calendar scheduling constraints, some classes do not meet the 2,250 minute minimum
 - iii. The Committee deliberated the need to develop an absolute minimum of classroom minutes as scheduled according to the calendar. The Committee generally agreed that 2,100 minutes represents a reasonable minimum threshold.

5. Calendar Issue Solutions

- a. Change in Fall Holiday Dates – A change in the days used as Fall Holiday can be used to smooth the differences between class meeting minutes
- b. Change in Fall/Spring Final Exam Dates for Evening Classes – In conjunction with a change to the Fall Holiday dates, the dates on which final exams for some evening classes can be moved outside of the official final exam week to help smooth the differences between class meeting minutes
- c. Change in Summer I Final Exam Date – Adding one day to the 2010 Summer 1 schedule by holding the Summer I final exam on Friday, July 2nd, will address the Summer I schedule failure to meet a minimum of 2,100 minutes

6. Master Calendar

- a. The committee discussed the benefits of having a Master Calendar with all academic/educational deadlines clearly indicated
- b. The Chair will begin identifying the various calendars that are currently in existence

7. Meeting Conclusion - The meeting concluded at 10:50 a.m.

Respectfully submitted by,
Michelle McEacharn, Chair